



DEPARTMENT OF PERSONNEL

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(775) 684-0150
www.state.nv.us/personnel/

MEMO PERD #05/02

January 30, 2002

TO: Agency Personnel Liaisons (with attachment)
Agency Personnel Representatives (with attachment)

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: LEAVE OF ABSENCE FOR MILITARY DUTY

Since the beginning of the new calendar year, the Department of Personnel has received a number of calls regarding NRS 281.145 and its application to those employees currently on extended active military service. This statute entitles an employee to 15 days of regular compensation in each calendar year for serving in the military. James Spencer, Senior Deputy Attorney General, has advised us that this statute not only applies to State employees who are subject to periodic military reserve training, but also those State employees who were called to active military service due to recent events.

Please contact your employees who are performing active military service to determine if they wish to apply their 15-day entitlement to their current military service. If they choose not to apply their 15-day entitlement to their current service time, they may exercise this right later in the calendar year for qualified service time.

Below are two processing procedures for obtaining the 15-day entitlement depending on when the military leave is recorded. This is due to the changes that occurred when the emergency regulation for military differential pay was changed and made permanent (refer to Military Differential Pay Memo (MEMO PERD #06-02 dated January 30, 2002). Please follow the procedure relating to the entitlement dates the employee has requested.

MEMO PERD #05-02

January 30, 2002

Page 2

Procedure for January 01, 2002 - February 03, 2002

The agency will need to complete an ESMT for each eligible employee who elects to use his 15-day entitlement. The ESMT will reflect that the employee has returned to his regular status. The employee's timesheet is coded UMIL (Military Leave) for up to 15 working days. Another ESMT must be completed to return the employee to Extended Military Leave, assuming they are still performing active military service.

Procedure for February 04, 2002 Forward

The agency will code the employee's timesheet using UMIL (Military Leave) for up to 15 working days.

Once again, your attention to this issue is appreciated. If you have any questions regarding completion of the ESMT, please contact the Department of Personnel, Records Section at (775) 684-4184. For questions regarding timesheet coding, please contact the Department of Personnel, Payroll Section at (775) 687-3455.

JG:cp

Attachments

cc: Department Directors (without attachments)
Division Administrators (without attachments)
Pay Clerks

MEMO PERD #05-02

January 30, 2002

Page 2

Procedure for January 01, 2002 - February 03, 2002

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Procedure for February 04, 2002 Forward

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Attachments

cc: Department Directors (without attachments)
Division Administrators (without attachments)
Pay Clerks

bcc:	Carol Thomas	Kim Foster	Mary Ellen Komac	Greg Febbo
	Phil Hauck	Theresa Conner	Kristina Ross	Lenore Kizer
	Mary Day	John Hastings	Wally Voskuil	Gladys Clark
	Dave Badger	Penny Lewsader	Shelley Blotter	Lindley Steere
	Cynthia Baumann	Debra Berry		